IT Unit 3

Topic 2

# Ch 3, Data Analytics: Drawing Conclusions, Part 2 Alex Hudson

**File naming strategies,**  p 144-146

1. **What is the purpose of using effective file naming strategies?** To allow easy file and folder, this will allow both user and automatic file detection, which allows easier finding of the files.

**Formats**

1. **What is meant by file naming formats?** To be able to give each file, application and folder a unique name. Naming and differentiating names for other, to give the said work uniqueness.

**Conventions**

1. **What is the golden rule for conventions?** Short, meaningful and consistent.
2. **Describe the following conventions:**
   1. **Characters:** Mix of PLAIN different characters, short names, camel case.
   2. **Language:** Based on the user’s native language (Australian English, American English)
   3. **Case:** Making sure that the format is in the correct capitalisation and is case-sensitive.
   4. **Dates:** Correct format with necessary zero’s, when needed. Provided with Day, month, year.
   5. **Versions:** Correct version number, to show both developers and users which version is being used- also provides a way to downgrade if need be.
   6. **Word choice and order:**

**Organising and storing data,** p 146-152

1. **Why is it important to organise and store your data in an organised way?** Because it makes it much easier to access, both for the user and any programs.

**Hierarchies**

1. **Explain how a hierarchical structure operates:**  Divide your major topics into subjections (you can furthermore divide these even further if need me) Hierarchies make it easy to find a logical place to store and retrieve data from very large collections.

**The Cloud and file sharing**

1. **What are the benefits of using the cloud to store your data?** You can upgrade your overall storage to whatever size you need fit, it also is automatically updated to protect it from viruses and always can be accessed from any wifi enabled device.
2. **What is the SPOT strategy and why is this technique popular?**

• The spot strategy refers to keeping a single master copy of the document or database on the internet (cloud), and allow access to multiple users.

**Metadata, p 150**

* **Explain the term metadata by using an example.** Metadata (data about data) is descriptive data saved inside a digital data file that can be read by media players and editors e.g. Metadata about an MP3 would include track number, artist, cover art, track length, album, the year of recording.

**Archiving**

1. **What does archiving refer to?** Moving data that no longer is used, to a location where it will free up space.
2. **What needs to be considered when archiving files?**

When and when not too free up space, To keep or remove the original files and what should be archived and what should be deleted.

**Synchronising files**

* **What are the advantages of data synchronisation?** It preserves the timeliness of both or many sets files and thus the integrity of the data is improved upon.